

Internal/External Posting  
**STATE OF MONTANA JOB VACANCY**  
**MONTANA STATE PRISON**  
*An Equal Opportunity Employer*

October 13, 2006

<b>Job Title:</b>	Dentist	<b>Position No.:</b>	22670
<b>Division:</b>	Montana State Prison	<b>Bargaining Unit:</b>	None
<b>Location:</b>	Deer Lodge	<b>Supplement:</b>	NO
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	Daytime
<b>Salary:</b>	\$82,500 – \$110,000		

**Application Deadline:** Applications may be returned to any local Job Service Office or the Montana State Prison by email, fax or hard copy.

Human Resources

600 Conley Lake Road  
Deer Lodge, MT 59722

fax to (406)846-2950

email to [whislop@mt.gov](mailto:whislop@mt.gov)

**This position is open until filled.**

Application materials are available on the web at [www.discoveringmontana.com](http://www.discoveringmontana.com)

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 846-1320 ext. 2202.

**Equal Employment Opportunity Employer:** Montana State Prison does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. Montana State Prison is a smoke free agency.

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work under stressful and potentially dangerous conditions. Montana State Prison is tobacco free. All employees are TB tested annually. **LAUTENBERG AMENDMENT:** This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

**Typical Duties:** Determines adequacy of dental care. Evaluates types and amounts of dental care required to meet constitutionally adequate dental health. Establishes priority of dental care based on oral hygiene and dental necessity. Assesses resource mix required to meet dental health needs. Monitors dental marketplace for availability of resources. Recommends adjustments to resources required to meet dental needs. Evaluates the work of employees and contractors to ensure they are performing all necessary job duties and meeting the terms of the contract. Compiles data and information critical to the functions of the Dental Services Unit. Provides information to the MSP Health Services Bureau Chief, Department of Corrections staff, outside agencies and the public by gathering and researching information in response to requests regarding all aspect of inmate dental treatment, facilities, or staffing. Accesses ACIS (Adult Correctional Information System) to gather information regarding movement within the Montana Corrections System, designated work categories, and current housing location at MSP, county jail holds, and contract beds to ensure eligibility for inmate dental care, and to track records for staff

inquiries. Acts as liaison with various Department of Corrections divisions, contract placement unit staff, as well as infirmary medical staff and correctional staff to provide, as well as gather, information to ensure accurate communication at all levels. Responds to dental complaints from inmates through researching written dental complaints from inmates and their families. Drafts suggested responses for the MSP Health Services Bureau Chief, Warden and Director as required. Coordinates daily operations of the Dental Office and oversees clerical duties, including: Maintains accurate and complete inmate records by recording, compiling, and organizing information on all inmates at the Montana State Prison. Maintains confidentiality of records according to prescribes procedure. Composes correspondence for the MSP Health Services Bureau Chief, Warden, Director, Dental Hygienist and staff dentists/denturist. Organizes and maintains existing dental policy and procedure manuals, protocols, and care manuals and identifies those policies, procedures, protocols, and manuals in need of revision/review. Provides direction through feedback, coaching, evaluation and discipline (as necessary) to three dental assistants and a dental hygienist. Monitors the productivity of contracted dentists and denturists to ensure they are performing the duties required under the terms of contract and develops and manages additional contracts as needed. Develops dental policy for signature by the Health Services Bureau Chief and Legal staff. Identifies national parameters for dental health care and recommends quality of care standards and continuous quality improvement goals for implementation at the state prison. Analyzes data for adequacy of inmate dental health. Establishes appropriate metrics to monitor the quality of dental care. Develops draft policy as requested or necessary. Coordinates with healthcare and legal professionals to establish appropriate boundaries and limitations. Writes final policy documents in behalf of the Health Services Bureau/Department of Corrections. Acts as point of contact for matters relating to policy development and implementation. Demonstrates and active role in providing input in the Bureau's Continuous Quality Improvement (CQI) meetings. Participates in all CQI meetings. Reviews and analyzes quarterly CQI monitoring reports in order to formulate quarterly reports bases on the analysis of monthly monitoring reports. Disseminates reports to the Bureau CQI members. Creates and maintains a written tracking system and computerized database for the dental CQI system. Develops a tracking system for CQI corrective actions taken by the Department Dental staff upon recommendation of CQI committees.

**Qualifications:** This position requires good communication skills, both oral and written. Must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one. Must use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Must be able to keep up-to-date technically and apply new knowledge to position. Must possess the ability to problem solve and make decisions.

**Education:** Knowledge, skills, and abilities are typically acquired though a combination of education and experience equivalent to graduation from an accredited school of Dentistry. Current Montana State Dental License is required.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).  
**Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected. A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is**

insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

**Compensation:** The normal **entry** salary is \$82,500/yearly, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**MONTANA STATE PRISON  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b>	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with Montana State Prison, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Montana State Prison to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to Montana State Prison in good faith.

I also authorize Montana State Prison to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_